STATINTL Approved For Release 2001/07/12: CIA-RDP78-07317A000100180011-3 Next 1 Page(s) In Document Exempt

| Appr&& <b>&amp;RP</b> &r | <b>50:1138:6 200:117:07:1152 : CIA-RDP</b>   | 78-07317A000          | SCHEDULE NO.<br>100180011-3 | 3400-73  |
|--------------------------|--|-----------------------|-----------------------------|--|
|                          |  |                       |                             | CONCURRENCE  |
| FFICE. DIVISION. BRANCH  |  |                       | SIGNATURE                   |  |
| 0/Logistics              | Office of the Director                       |                       | TITLE                       | OATE   |
| TEM FILES I              | DENTIFICATION ANGEMENT, AND INCLUSIVE DATES) | VOLUME<br>(CUBIC FT.) |                             | DISPOSITION INSTRUCTIONS   |
| supersedes Schedu        | ile 34-69A Office of the D                   | irector               |                             |  |
|                          |  | APPR                  | STAT                        | INTL  Date  Chief  Ghair  Ghai |
|                          |  |                       |                             |  |

## Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3

## CROSS REFERENCE SHEET

Office of Logistics Records Control Schedule 3400 Office of the Director

| 01d<br>Schedule (Jun 69)<br>Item   | New<br>Schedule (Nov 73)<br>Item       |
|--|--|
|  |  |
| 1  | 1                                      |
| 2  | 2                                      |
| 3 deleted transferred to schedule 3400.01                                |  |
| 4  | 3                                      |
| _  | 4 New item                             |
| 5  | 5                                      |
| Office of Logistics Records Control Schedule 3400.01<br>Executive Office |  |
| 01d  | New                                    |
| Schedule (Jun 69)  | Schedule (Nov 73)                      |
| Item   | Item                                   |
| 1 deleted - to be incorporated in  |  |
| another schedule (in draft stage)  |  |
| 2  | 1                                      |
|  | 2 thru 5 New items                     |
|  | (Item 5 was previously item 3 in 3400) |

|             | Approveder contact 2001-001-14 (ministration   | 7917400                | 3400 - 73   |                            |
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| OFFICE.     | DIVISION, BRANCH   |                        | SI  |                            |
|             | Office of Logistics, Office of the Director  |                        | ATINTL  |                            |
|             |  | <i>\f</i>              | Director of Logistics 14 NOV 19   | 73                         |
| ITEM<br>NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)   | VOLUMEU<br>(CUBIC FT.) | DISPOSITION INSTRUCTIONS  |                            |
| 1.          | Chrono Files   |                        |   |                            |
|             | Copies of memoranda and documents originated, signed, concurred, or approved by the Director or Deputy Director of Logistics. Filed chronologically. (Not official files).   |                        | Temporary. Cut off at end of calendar y<br>Retain 1 year and destroy.   | æar.                       |
| 2.          | Various documents pertaining to OL personnel, such as recommendations for assignment, promotion, QSI's, conduct, retirement, and papers of a general personnel nature.       |                        | Temporary. Retain for reference purpose 1 year and destroy. Originals or officipapers are sent to P&TS for incorporation official files. See Schedule 3402.   | lal                        |
| 3.          | General - Project Files  |                        |   |                            |
|             | Files consist of all documentation, background material, working papers, drafts, related papers, etc., on current projects being worked on or monitored by the D/L and DD/L. |                        | Temporary. Upon completion or termination of the project, official files and paper are forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed. | on<br>s                    |
| 4.          | KY-3 Files   |                        |   |                            |
|             | File consists of cards, directory, operating manual, crypto accountability records, etc. used in connection with the operation of the KY-3.                                  |                        | Temporary. Destroy when superseded or r longer needed. (Dromate is office of R.   | 10<br>psend<br>D<br>->7.73 |
| İ           | Administrative   |                        | al Use Only   |                            |

| . [ | ITEM NO. | FILES IDENTIFICATION  | VOLUME    | DISPOSITION INCTPUSTIONS   |
|-----|----------|---|-----------|--|
| •   |          | Approved For Release 2001/07/12 :-CIA-RDP78   | 07317A000 | DISPOSITION INSTRUCTIONS   |
|     | 5.       | Approved For Release 2001/07/12: CIA-RDP78 Reference Material   | - mens    | l Use Only   |
|     |          | <ul> <li>a. Various publications, pamphlets, books,<br/>directories, etc. used for ready reference.</li> </ul>  |           | Temporary. Destroy when superseded or no longer needed.  |
|     |          | b. OGC Reference Material   |           |  |
|     |          | Law books and other publications used by the representative of the Office of General Counsel in administering the legal aspects of logistics matters. |           | Temporary. Destroy when superseded or no longer needed.  |
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| F   | ORM NO.  | 139a USE PREVIOUS DECODOS CONTROL SCHEDULE  |           |  |

|             | Appr8560RPSr FRHERSE 200HIOVLT2 A PHYTHOP 75  | 0 <b>5</b> 317 <b>40</b> 00 | schedule No.<br>10018[1017:1] 3400.01   |
|-------------|---|-----------------------------|---|
| OFFICE      | DIVISION, BRANCH  | i inic                      | CONCURRENCE   |
| Off.        | ice of Logistics, Executive Office  |                             | TINTL   |
|             | tee of hogistics, meditive office   |                             | Director of Logistics 14 NOV 1973   |
| ITEM<br>NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)  | VOLUME<br>(CUBIC FT.)       | DISPOSITION INSTRUCTIONS  |
| 1.          | Chrono Files  |                             |   |
|             | Copies of memoranda and other documents prepared by the Executive Office used for ready reference.  |                             | Temporary. Cut off at end of each calendar year. Retain 1 year and destroy.   |
| 2.          | Administrative Files  |                             |   |
|             | Files containing material on Ames Center parking spaces, Blood Donor program, Bond Drives, etc.   |                             | Tempovary. Retain a l-year level, destroy balance.  |
| 3.          | Weekly Activity Reports   |                             |   |
|             | Copies of weekly activity reports submitted to the DD/M&S.  |                             | Temporary. Retain in current file area 6 months then forward to R&S Branch for incorporation in D/L official files. (See schedule 3400.02 Item 1)   |
| 4.          | Project Working Files   |                             |   |
|             | Files consist of all documentation, background material, working papers, drafts, etc. on current projects and studies being handled and monitored by the EO, AEO and SA/D/L.                          |                             | Temporary. Upon completion or termination of the project, official files are either incorporated in the D/L files maintained in R&S Br. or forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed. |
| 5.          | Document Control Files  |                             |   |
|             | Form 238 "Document Control Ticket" used as a log to record receipt, routing, control and dispatch of all incoming and outgoing correspondence in the Executive Office and the Office of the Director. |                             | Temporary. Cut off at end of calendar year.<br>Retain 1 year and destroy.   |
|             | Administrative -  | nterra                      | Use Only  |

| FFICE,     | DIVISION, BRANCH  |                       | SCHEDULE NO. 100180011-3 34-69-A  CONCURRENCE                         |         |  |
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| TEM<br>NO. | FILES IDENTIFICATION<br>(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)                                  | VOLUME<br>(CUBIC FT.) | <b>Y</b>  | 11 1303 |  |
| 6.         | Employees' Suggestions  |                       |   |         |  |
|            | a. Copies of comments, memoranda, etc. regarding employees suggestion. Filed by suggestion number. 1967 - 1969. | 0.5                   | Temporary. Cut off at the end of each y Retain two years and destroy. |         |  |
|            | b. Log of employees' suggestions received, subject, to whom assigned for evaluation, etc.                       | 0.1                   | Temporary. Cut off at the end of each y Retain two years and destroy. | ear.    |  |
| 7.         | Chrono Files  |                       |   | 12-     |  |
|            | Copies of memoranda and other documents prepared by the Executive Office used for ready reference. 1968 - 1969. |                       | Temporary. Cut off each three months. Six months and destroy.         | Retai   |  |
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|            |   |                       | GROUP 1<br>Excluded from auton  | -1      |  |

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